

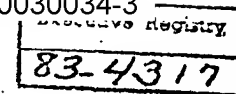
SEP 1983

MONITORS OF WORKING GROUPS

<u>Working Groups</u>	<u>Monitors</u>
Artificial Intelligence Applications	Director, ORD Director, OD&E Chief, ASG
Computer Security	Director, OS Director, OSO Chief, IMS
Executive Information System	Director, OC Director, OIS Chief, ASG
Information Services Planning	Director, OC Director, ODP Director, OCR
Requirements and Technology Acquisition	Comptroller Director, ODP Director, OD&E
Workstation Environment	Director, OCR Director, ORD Director, NPIC Chief, IMS

CONFIDENTIAL**INFORMATION SYSTEMS BOARD****Chairman:****Charles A. Briggs, ExDir
7D55, Hdqs****Executive Secretary:****PS
7E19, Hdqs****Members****D/OSO (Advisory)****C/ASG****2G40, Hdqs****Daniel Childs, Compt (Advisory)
4E42, Hdqs****Rutledge Hazzard, D/NPIC (Advisory)
6N100,** **D/ODP
2D00, Hdqs****Robert Kohler, D/OD&E
3S35****William Donnelly, D/OC****D/OS****4E60, Hdqs****Philip Eckman, D/ORD
606 Ames****C/IMS****1D4109, Hdqs****D/OIS (Advisory)****Clarus Rice, D/OCR
2E60, Hdqs****1206 Ames**

SECRET



1 September 1983

MEMORANDUM FOR: Information System Board Members

FROM: [REDACTED]

Executive Secretary to the Board

SUBJECT: Minutes of 1 August 1983 Meeting of the Information Systems Board

1. The Information Systems Board met on Monday, 1 August 1983. Charles Briggs (ExDir) presided and participants included board members: [REDACTED] William Donnelly (D/OC), Philip Eckman (D/ORD), Allen Elkins (D/OIS), Rutledge Hazzard (D/NPIC), Robert Kohler (D/OD&E), [REDACTED] (D/OS), Clarus Rice (D/OCR), [REDACTED] (C/IMS), Leo Hazlewood (C/ASG), with [REDACTED] (O/Compt) substituting for Daniel Childs; and additional invitees [REDACTED]

2. Mr. Briggs opened the meeting with the announcement that, since the first meeting of the Board in late June, all six working groups had been organized and all had met at least once. He again noted the high caliber of the working group representatives and thanked the components involved. Noting that several Board members had been swamped with working group meetings, he "volunteered" the following board members for additional assignments so that at least one monitor might attend each working group session:

D/OSO: Computer Security Working Group,

D/ODP: Requirements and Technology Acquisition Working Group,

D/OC: Executive Information Systems Working Group, and

D/ORD: Workstation Environment Working Group. [REDACTED]

3. Mr. Briggs then announced that CPAS had nominated members to four working groups and that several of the working groups had requested members from components not previously represented as follows:

-- Artificial Intelligence Applications Working Group (OD&E);

-- Workstation Environment Working Group (OD&E, ORD, FBIS, and OMS); [REDACTED]

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-- Computer Security Working Group (ORD);

-- Information Services Planning Working Group (NPIC, CRES, and FBIS).

Mr. Briggs further informed the Board that the various working groups are revising their charters and will submit them for Board approval beginning at the September meeting. [redacted]

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4. Mr. Briggs next discussed a proposal from DDI/CPAS to create a seventh working group to handle the multi-directorate and costly problem of automated publishing. [redacted] briefed the group on the issue. Mr. Briggs suggested that proliferation of working groups should be avoided, particularly if problems could be handled by existing working groups. The Board agreed that the Information Services Planning Working Group should monitor automated publication at CIA. (The Executive Secretary noted the Board's decision and the Working Group has been informed.) [redacted]

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5. [redacted] (D/ODP) briefed the Board on ODP's program to link Wang word processing terminals and VM data processing terminals. He informed the Board that certain document transfers were already possible:

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-- documents can be transferred between Wang and VM without converting either file;

-- documents on Wang can be converted to VM's word processing system (SCRIPT);

-- simple VM documents can be converted to Wang documents;

-- documents in a second VM word processing system (EZPUB) can be converted to SCRIPT and then converted to a Wang document or sent to the Wang system with no conversion for editing with EZPUB commands still present in the document.

By September 1983 Wang documents will be transferable over the AIM message-routing system in VM. [redacted]

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6. Board members asked questions following [redacted] briefing. Mr. Briggs asked whether Wang users would be able to "talk" via VM to other Wang user not on a Wang local network. [redacted] responded that such a capability was not possible through VM, but would have to await VS. Mr. Briggs wondered if the ODP "fix" would satisfy the users of both word and data processing and whether VM users would have a word processing system as convenient to use as the Wang. He asked [redacted] what ODP was doing to ensure the marriage of word and data processing in future workstation procurements. [redacted] responded that ODP was in the process of determining how that could best be done. Mr. Briggs then suggested, and the Board concurred, that the Workstation Environment Working Group would study the issue of combining word

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and data processing, in both the near and long term, and report its conclusions to the Board. (The Executive secretary noted this suggestion and has informed the Working Group.) [redacted] 25X1

7. [redacted] (C/SINAG/MLS/OC) briefed the Board on the plans for a Local Area Network (LAN) in the new headquarters building. (The Executive Secretary -- [redacted] -- has copies of [redacted] viewgraphs.) He commented that Mitre Corporation will analyze CIA's requirements and that voice and data probably would not be combined on the same grid. He further commented that the LAN would not include CIA out-buildings. [redacted] (ORD) suggested that the Washington Area Wide-band System (WAWS) expects to install a fiber optic communications and data system throughout the area and might be used to link CIA out-buildings to the headquarters complex by 1987 -- the same time frame as the headquarters complex will get LAN. Following several questions and comments by board members (omitted here because of classification), Mr. Briggs asked that [redacted] keep the Board informed about the status of the LAN and that the Information Services Planning Working Group would monitor LAN developments for both the new and old buildings. [redacted] 25X1 25X1 25X1 25X1 25X1

8. Dr. Eckman (D/ORD) next briefed the Board on the status of RECON GUARD, explaining that the first test of the device will be in-house only and should be completed by the end of the calendar year. Most experts expect a successful test, according to Dr. Eckman, and, if this occurs, GUARD will then be tested on the COINS network using an unclassified surrogate for DDO materials. If all goes well, RECON GUARD will allow us to make the RECON database available to users of terminals on the COINS network while limiting access to any materials we choose to withhold. Dr. Eckman pointed out that the Agency will have to "bite the bullet" and decide whether or not other agencies should have on-line access to CIA's automated databases. [redacted] 25X1

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9. [redacted] commented that, in his opinion, the GUARD device was more secure than the possibility of a "Trojan horse" in the present RECON software. [redacted] both expressed concern, however, that the development information and specifications of the RECON GUARD device were unclassified. Mr. Briggs asked that the Computer Security Working Group monitor the RECON GUARD test and prepare options for a new CIA database sharing policy for Board consideration once the test has been concluded. (The Executive Secretary has informed the Computer Security Working Group of its role.) [redacted] 25X1

9. Mr. Briggs adjourned the meeting. The next meeting is scheduled for Friday, 2 September 1983, at 1100 hours in the DCI Conference Room, 7D64 Headquarters. [redacted] 25X1

[redacted] 25X1

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**Proposed List of Attendees
for 2 September 1983
Information Systems Board Meeting**

Chairman: Charles A. Briggs, ExDir

Executive Secretary:

[Redacted]

PS

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Members:

[Redacted]

O/Compt (Alternate)

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Bill Donnelly, D/OC

[Redacted]

D/ODP

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[Redacted]

D/OIS (Allen Elkins, also)

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DD/OS (Alternate)

Clarus Rice, D/OCR

Robert Kohler, D/OD&E

Philip Eckman, D/ORD

Rutledge Hazzard, D/NPIC

[Redacted]

C/ASG

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C/IMS

[Redacted]

O/Compt (Alternate/Observer

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Briefing)

[Redacted]

C/STB/ASG/DI (Briefing)

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[Redacted]

(Observer)

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SEP 1983

CIA INFORMATION SYSTEMS BOARD

Membership of the Working Groups

Working Group Coordinator:

[REDACTED] Information Systems Planning Officer
PS/DCI, 7E19 HDQS [REDACTED]

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OFFICERS OF THE WORKING GROUPS
OF THE CIA INFORMATION SYSTEMS BOARD

Artificial Intelligence Applications
Working Group Chairman.....



ISRD/ORD/DDS&T

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Computer Security Working Group Chairman.....



C/ISSG/OS/DDA

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Executive Information Systems
Working Group Chairman.....



SA/ODDO (also
representing IMS)

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Information Services Planning
Working Group Chairman.....



C/IHG/O/Compt

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Requirements and Technology Acquisition
Working Group Chairman.....



C/IHG/O/Compt

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Workstation Environment
Working Group Chairman.....



C/S&TB/ASG/DDI

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Information Services Planning Working Group
Charter

Purpose

The purpose of the ISB and its working groups as a whole is to improve the effectiveness of Agency information handling activities. The focus of our working group is the planning process. In particular, we are to examine, with an Agency-wide perspective, the process of developing, coordinating, promulgating, and monitoring the implementation of Agency plans, policies, procedures, and objectives for information handling services, and propose improvements where they are warranted.

Objectives

Our objectives, stated in order of importance, are as follow:

1. To examine critically the Agency information handling planning process (including not only planning, but budgeting and control functions as well).
 - a) Identify major planning functions, responsible components, and planning deliverables.
 - b) Identify shortcomings in the structure of the system and failings in the use of the system.
2. To make recommendations to the ISB for correcting any deficiencies in the planning process, including recommendations for organizational changes that might be needed to overcome structural or operational problems, and produce a model planning system.
3. To identify and address specific planning issues, as raised by the ISB, group members, and members of other working groups.

Scope of Work

For the Planning Working Group's purposes, information handling systems of interest consist of, but are not limited to, electronic technologies, including text, data, voice, video, communications, imagery, and graphics, as well as related processes and services, included in the CIA Program.

Organization and Responsibilities

The Planning Working Group is responsible to the ISB. Planning Working Group members shall select a Chairman to serve at the pleasure of the group. The chairman will prepare the agenda for group meetings, be the group's spokesman, perform final editorial review on written material prepared by the group, and arrange for the taking of minutes of the working group meetings. The working group will forward minutes of its meetings to the ISB Executive Secretary and present its findings and recommendations to the ISB Chairman orally or in writing, at his discretion.

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SEP 1983

CIA INFORMATION SYSTEMS BOARD

Membership of the Working Groups

Working Group Coordinator:

Information Svstems Planning Officer
PS/DCI, 7E19 HDQS

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26 August 1983

**CHARTER OF THE WORKSTATION ENVIRONMENT WORKING GROUP
OF THE CIA INFORMATION SYSTEMS BOARD**

Assess the requirements (or lack of need) for automated workstation/terminal environments* for Agency personnel by job category.

Develop the requirements and a range of options for combining word and data processing in a single workstation/terminal.

Determine the capabilities needed, and a range of options for, an Agency workstation/terminal that is flexible enough to meet the needs of all but the most esoteric Agency users.

Analyze the costs and benefits of a standardized workstation/terminal, a family of compatible terminals, or user freedom in terminal selection.

Recognizing that considerable overlap exists among the activities and responsibilities of the working groups of the Board, inform and be informed by the other groups on issues of common interest. It is anticipated that two such issues will be security and system architecture.

*For the purposes of this charter, "Workstation/terminal environment" is defined as the hardware device used to interact with the user along with the software environment created internal and external to that device. It shall also include the physical surroundings of this device, including lighting, acoustics, health, safety, furniture, heating, ventilation, and air conditioning.

SCHEDULE OF WORKING GROUPS' MEETINGS

Artificial Intelligence Applications

7 July 1983	1400-1500 hours	7F27, Hdqs
23 August 1983	1400-1500 hours	3C28, Hdqs
27 September 1983	1400-1500 hours	3C28, Hdqs

Computer Security

12 July 1983	1000-1100 hours	3C28, Hdqs
26 July 1983	1300-1600 hours	7D64, Hdqs
16 August 1983	1400-1500 hours	3C28, Hdqs
6 September 1983	1400-1500 hours	3C28, Hdqs

Executive Information System

18 July 1983	1400-1500 hours	7F27, Hdqs
18 August 1983	1400-1500 hours	4C32, Hdqs
8 September 1983	1300-1500 hours	3C28, Hdqs

Information Services Planning

15 July 1983	1000-1100 hours	7D64, Hdqs
28 July 1983	0930-1030 hours	7D64, Hdqs
12 August 1983	1330-1430 hours	7D64, Hdqs
26 August 1983	1400-1500 hours	7D64, Hdqs

Requirements and Technology Acquisition

18 July 1983	1400-1500 hours	3C28, Hdqs
2 August 1983	1000-1100 hours	6E13, Hdqs
8 September 1983	1100-1200 hours	4E05, Hdqs

Workstation Environment

15 July 1983	1400-1500 hours	3C28, Hdqs
8 August 1983	1000-1100 hours	3C28, Hdqs
25 August 1983	1400-1500 hours	3C28, Hdqs
1 September 1983	1400-1600 hours	7D64, Hdqs
12 September 1983	1000-1200 hours	3C28, Hdqs

BOARD MEETINGS: 27 June 1983, 1500 hours, 7D64
 1 August 1983, 1500 hours, 7D64
 2 September 1983, 1100 hours, 7D64

23 Aug 1983

MEMORANDUM FOR: Members of the Artificial Intelligence Applications Working Group

FROM:

[redacted]
Working Group Coordinator

25X1

SUBJECT: Minutes of 7 July Working Group Meeting

1. The first meeting of the Artificial Intelligence Applications Working Group of the CIA Information Systems Board was held on Thursday, 7 July 1983. Members attending included

[redacted]
[redacted] C/ASG/DI, as monitor
of the Working Group.

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2. [redacted] convened the meeting and distributed copies of the agenda, a proposed charter for the working group, and a roster of Board members. After members reviewed the handouts, each introduced him or herself to the group. [redacted] then discussed the Information Systems Board meeting of 27 June 1983 and answered members' questions about the structure, functions, and goals of the Board and working groups. Members agreed that a representative from OD&E would make a valuable contribution to the working group and requested copies of the ODP Strategic Plan when that report becomes available in August.

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3. [redacted] (ISR/D/ORD/S&T) briefed the group on the activities and organization of the Artificial Intelligence Steering Group of the Intelligence Research and Development Council and gave a quick overview of ORD's current AI projects. He handed out a draft of his thoughts on the purpose, mission, and functions of the working group and a list of suggested discussion topics. He also agreed to send members short explanations of the ORD projects he had discussed and agreed if any were of further interest, more detailed briefings would be arranged.

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4. Members then discussed the AI projects ongoing in their own components. [redacted] mentioned that IMS has ongoing projects in machine translation. [redacted] briefly discussed SOVA's interest in inferencing and the evaluation of "Intellect" as an intelligence front end to data bases now underway in ASG. Mention was also made of OD&E's projects involving broad area maritime search. Members reiterated that a member from OD&E should be sought who could discuss that office's interest in AI.

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5. [redacted] asked members to be prepared to revise the Working Group's charter, if necessary, at the next meeting, and to suggest further briefings of interest. The next meeting is scheduled for Tuesday, 23 August at 1400 hours in room 3C28 Headquarters.

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25 July 1983

MEMORANDUM FOR: Members of the Computer Security Working Group

FROM:

[redacted]
Working Group Coordinator

25X1

SUBJECT: Minutes of Working Group Meeting
12 July 1983

1. The Computer Security Working Group of the CIA Information Systems Board met for the first time on Tuesday, 12 July 1983. Participants included [redacted]

[redacted] (DCI/PS) with [redacted] serving as monitors.

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2. [redacted] convened the meeting and distributed copies of the agenda for the meeting, a proposed charter for the working group and rosters of the Board and all working groups.

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3. After members reviewed the handouts, each introduced himself to the group. [redacted] briefly summarized the history and goals of CIA's computer security effort and outlined remaining problems, including the difficulty of training security specialists from other fields to deal with the highly technical aspects of computer security. He further warned that the security threats we perceive may not be so serious as the threats we do not know about. [redacted] briefly outlined the DDO's view of security as one based not on clearances but on "need-to-know" and stressed the necessity for protecting the sources of our information.

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4. [redacted] then discussed the first Information Systems Board meeting held on 27 June 1983 and answered members' questions about the structure, functions, and goals of the Board and working groups. Members agreed that a representative from ORD would be a valuable addition to the working group. Members also requested copies of the Information Handling Systems Plan, the ODP Strategic Plan, and the Information Systems Security Group Strategic Plan.

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5. [redacted] followed with a briefing on the work and goals of the Information Systems Security Group, including a discussion of policy decisions issued and in progress and a three-tiered categorization of computer security issue priorities. The policy and issue lists are appended to this memorandum.

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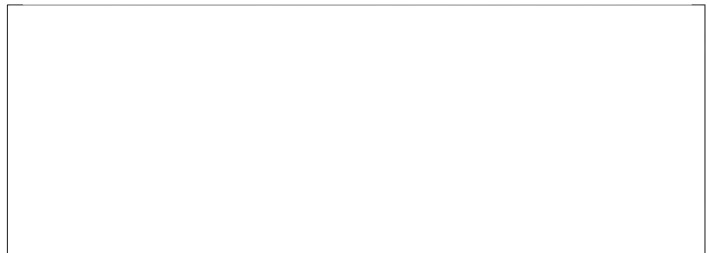
[redacted] suggested that, from his perspective, the working group should consider the following issues to be priorities:

- RECON GUARD, and the need for a policy on sharing automated databases;
- Coordinated computer security policies;
- Computer security standards on system audits, access authentication, and interfacing classified and unclassified databases; and
- Multi-level security within classified databases.

Following a brief discussion of these issues, the group adjourned.

6. The next Computer Security Working Group meeting is scheduled for Tuesday, 26 July 1983, 1300 hours, in room 7D64, Headquarters. Following a joint briefing on RECON GUARD with the Community Information Retrieval System (CIRS) Security Group, the working group will continue its discussion of computer security issues and begin a discussion of the impact of RECON GUARD on the Agency's policy toward sharing data in automated information systems with other members of the Intelligence Community.

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POLICY GUIDANCE

Policy Issuances

- °Security Requirements for Automated Information Systems
Located in Overseas Locations
- °Security Requirements for Automated Information Systems
Located in Domestic Locations
- °Security Requirements for Contractor Automated Information
Systems Processing Collateral Information
- °Consolidated Policy Guide
- °Networking
 - Device Switching
 - Controlling and Protecting Computer Operating Systems
 - Clearances of Vendors Performing System Maintenance
 - CAMS Password Control
 - Personnel Requirements During Processing Operations
 - Final Release of Magnetic Media
 - The Use of Unclassified Terminals and/or Computers Inside
SCIFS
 - Remote Diagnostics for System Maintenance
 - Access Control Facility 2 (ACF2)
 - Multicompartmented Processing at Contractor Sites
 - Personal Computers in Agency
 - Personal Computers in Contractor Locations
 - Special Purpose Computers

Policy Issuances - In Progress

°Revision of Headquarters regulation		25X1
		25X1
°Proposed Headquarters Handbook		25X1
		25X1

INFORMATION SYSTEMS SECURITY GROUP

OFFICE OF SECURITY

PRIORITIES

"MUST DO" ITEMS

A List

1. Networks
2. Audit Trail
3. Office Automation
4. Control of Magnetic Media
5. Contractor Surveys
6. Multicompartmented Processing
7. Craft
8. Training/Briefings
9. Major System Upgrades
10. Media Destruction Devices/Tamper Detection Devices
11. CAMS

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14. Policy/Requirements Papers

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INFORMATION SYSTEMS SECURITY GROUP

OFFICE OF SECURITY

PRIORITIES

"SHOULD DO" ITEMS

B List

1. Enhanced Systems Access Controls
2. Personal Computers and Intelligent Terminals
3. ACF2
4. CIRS
5. "V" Link
6. Cable Origination Issue
7. Safe
8. Document Logging System (DLS)
9. (NIESO) 25X1
10. RECON/Guard
11. New Building
12. DESIST 25X1
13. ISSO and ISSM for Each Major System
14. Computer Security Subcommittee

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INFORMATION SYSTEMS SECURITY GROUP

OFFICE OF SECURITY

PRIORITIES

"CAN'T DO" ITEMS

C List

1. Access/Egress Labeling Techniques
2. Audits of Computer Abuse
3. Security of Computer Maintenance
4. Residual Clearout Utility
5. In-Depth Study of VM
6. COMTEN
7. Post Installation Word Processing System Survey
8. HETRAS
9. Laser Disk Technology
10. TADS
11. Separation of DEV and PROD Applications Software
12. Time Out/Disable for Terminals
13. Fiber Optics (IROC)
14. "Z" Tape Authentication
15. Increase Use of Check Summing
16. External Agency Studies

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16 August 1983

MEMORANDUM FOR: Members of the Computer Security
Working Group

FROM:

[redacted]
Working Group Coordinator

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SUBJECT: Minutes of Working Group Meeting
26 July 1983

1. The Computer Security Working Group of the CIA
Information Systems Board held a meeting on Tuesday,
26 July 1983. Participants included [redacted]

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[redacted]
serving as monitor.

2. The first part of the meeting, held jointly with the
members of the Community Information Retrieval System Working
Group, was devoted to a briefing on RECON GUARD by
Mssrs. [redacted] (ORD/ISRD) and William Taylor (SYTEK, Inc.).

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3. Following the briefing, members of the CIRS Working Group
adjourned to another room. [redacted] then distributed copies of
the agenda, minutes of the previous meeting, the ISSG Strategic
Plan, and the Information Handling Architect's Strategic Plan.
[redacted] then announced that the D/ORD had been requested to
nominate an ORD representative to the Working Group, and that
[redacted] would probably be that nominee. She then asked
that members be prepared to suggest changes in the group's draft
charter at the next meeting and also be prepared to select presiding
officers and determine a structure and agenda for the group at that
time.

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4. The group was informed that Dr. Ruth M. Davis of The
Pymatuning Group would brief them at the next meeting on the
Community-wide Computer Security Project which she is directing.

5. The next Computer Security Working Group meeting is
scheduled for Tuesday, 16 August 1983, 1400 hours, in room 3C28,
Headquarters.

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[redacted]
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17 August 1983

MEMORANDUM FOR: Members of the Executive Information
System Working Group

FROM:

[redacted]
Working Group Coordinator

25X1

SUBJECT: Minutes of Working Group Meeting
18 July 1983

1. The Executive Information System Working Group of the CIA
Information Systems Board met for the first time on Monday, 18 July 1983.
Participants included [redacted]

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[redacted] substituting for

25X1

Al Elkins (OIS) as monitor.

2. [redacted] convened the meeting and distributed copies of the
agenda, a proposed charter for the working group and rosters of the Board
and all working groups. After members reviewed the handouts, each intro-
duced him or herself to the group.

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3. [redacted] then discussed the first Information Systems Board
meeting held on 27 June 1983 and answered members' questions about the
structure, functions, and goals of the Board and working groups. Members
expressed an interest in obtaining any available documents which discussed
the requirements for information systems in the White House.

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4. [redacted] suggested that the group gather ideas from external
managers about the capabilities found most useful in management information
systems in industry as well as to what extent such systems change the work
style of industries and the needs for other technology. [redacted] sug-
gested that the group begin by surveying what tools are presently available
for management support, AIM for example, and suggested that the group has
an obligation to make current capabilities available first.

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5. [redacted] suggested that the group think about records manage-
ment from the very beginning in any eventual system.

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6. The next meeting will be held on Thursday, 18 August 1983 at
1400 hours in room 4C32 headquarters. [redacted] will brief the group on
the management support systems (LIMS, etc.) which ODP is currently doing *for*
various Agency components.

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28 July 1983

MEMORANDUM FOR: Members of the Information Services Planning Working Group

FROM: [redacted]
Working Group Coordinator

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SUBJECT: Minutes of the 15 July 1983 Working Group Meeting

1. The Information Services Planning Working Group of the CIA Information Systems Board met for the first time on Friday, 15 July 1983. Participants included [redacted]

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[redacted] Bill Donnelly (D/OC) and Clare Rice (D/OCR) serving as monitors.

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2. [redacted] convened the meeting and distributed copies of the agenda, a proposed charter for the working group and rosters of the Board and all working groups, and copies of the Strategic Plan for Information Handling Systems.

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3. After members reviewed the handouts, each introduced him or herself to the group. Mr. Donnelly charged the group with focusing on the priority issues and having guidance on those available to the Board, rather than attempting to deal with all the issues and problems in the information services arena. He stated that his role in the group would be to see that the attentions of the group remained focused and that the work got done. [redacted] observed that the group had a "full platter" before it and that the Planning Working Group probably was the most important because it would determine "where we are going in information services." He cautioned, however, that the group should not hope to effect much change in the near term because "massive outlays of capital in the past have locked us into some solutions," but urged the group to think about the future of 5 to 10 years. Mr. Rice reminded the group that its charter was to plan all information services--not just automated systems--and cautioned members not to let hardware and technology drive decisions.

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4. [redacted] discussed the first Information Systems Board meeting held on 27 June 1983 and answered members' questions about the structure, functions, and goals of the Board and working groups. Members agreed that representatives from CRES, FBIS and NPIC would be a valuable addition to the working group. Members also requested copies of the ODP Strategic Plan (which will be available the first week of August 1983), the Communications Strategic Plan and the DDI Analytical Support Group Plan. [redacted] recommended that members exchange their VM user identifications so that those with access to terminals could exchange information via AIM.

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5. [] then followed with a briefing on the work of the Information Handling Architect's staff and summarized that final report. (An outline of that summary was handed out and is attached to this memorandum.) He cautioned working group members to use the Architect's report as a reference tool or primer, but not to consider it the Bible. He further discussed some of the problems the earlier group had discovered and assessed the pitfalls of such projects.

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6. The next meeting is scheduled for Thursday, 28 July 1983 at 0930 hours in room 7D64, Headquarters. The group will continue the discussion of planning issues begun by []

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9 Aug t 1983

MEMORANDUM FOR: Information Services Planning Working Group Members

FROM:

[redacted]
Working Group Coordinator

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SUBJECT: Minutes of the 28 July 1983 Working Group Meeting [redacted]

1. The Information Services Planning Working Group of the CIA Information Systems Board held a meeting on Thursday, 28 July 1983. Participants included [redacted]

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[redacted] (PS/DC) with Clare Rice (D/OCR) serving as monitor. [redacted]

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2. [redacted] convened the meeting and distributed copies of [redacted] notes to members on the planning issues before the group. New members introduced themselves and the minutes of the last meeting were read and corrected. [redacted] asked members to be prepared to select officer(s) of the group at the next meeting. The group agreed that any member who wished to volunteer for the chairmanship should contact [redacted]

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3. [redacted] presented a proposal that the Planning Group endorse a request to ODP to make users of Wang terminals capable of transferring files to other Wang users not on any local net, as well as to VM terminal users. The group agreed that [redacted] proposal should be passed on to the Workstation Environment Working Group for their consideration. [redacted]

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4. The group then took up a discussion of planning issues. [redacted] suggested that the group should concentrate on the planning process first before a consideration of planning issues. Several members commented on the planning procedure (or lack of procedure) used by their component. [redacted] remarked that the DDI has attempted ADP planning but has not been totally successful. He commented on the need to tie planning more closely to the budget process and hoped that the Working Group would resolve some of the planning problems in time for the next DDI plan to take advantage of the recommendations. [redacted] suggested that the group begin by studying the information structure at CIA and passed out a chart of how such a structure would look for substantive information flowing from collection through policymaker. [redacted] agreed to brief the next meeting of the working group on the Agency's information structure as viewed by the DDO, including a discussion of DDO information systems and services designed to improve the efficiency of this structure. [redacted]

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5. The next meeting is scheduled for Friday, 26 August 1983, at 1400 hours in room 7D64, Headquarters. [redacted]

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22 August 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [redacted] Chairman

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SUBJECT: Minutes of 12 August 1983 Working Group Meeting

1. The Information Services Planning Working Group met on Friday, 12 August 1983. Participants included [redacted]

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[redacted] (CPAS). Monitoring the meeting were [redacted] (D/ODP), Bill Donnelly (D/OC), and Clare Rice (D/OCR). [redacted] (ORD) attended as an observer. [redacted]

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2. [redacted] convened the meeting and handed out corrected minutes of the 15 July meeting. There were no corrections to the 28 July meeting's minutes. [redacted]

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3. [redacted] was selected as chairman of the working group. [redacted] Bob's secretary, will attend our meetings and take the minutes, at least for the time being. [redacted]

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4. [redacted] noted that the Information Systems Board expected to see a final version of our charter at their 28 September meeting. [redacted]

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5. [redacted] handed out a chart showing the information flow in the Agency as seen by the DO. He described the flow in some detail, emphasizing those areas that had direct links with or impact on other directorates. (See attachment A for a fuller account of his remarks.) [redacted]

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6. [redacted] handed out a paper suggesting a mode of operation for the working group (see attachment B). [redacted]

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7. The next meeting of the working group is scheduled for Friday, 26 August 1983, at 1400 hours in Room 7D64 Headquarters. The agenda for that meeting, which is scheduled for one hour, is as follows:

- o Approval of the minutes of the previous meeting.
- o Miscellaneous old business.
- o [] will answer questions relating to his presentation at the 12 August meeting.
- o Discussion of the working groups charter. []

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Attachments:
Available on request

O/Compt/IHG/ [] (22 Aug 83)

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18 July 1983

MEMORANDUM FOR: Requirements and Technology
Acquisition Working Group

FROM :

:

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SUBJECT : Minutes of 18 July 1983 Working Group Meeting

1. The Requirements and Technology Acquisition Working Group met for the first time on Monday, 18 July 1983. Participants included

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(ODP), with Bob Kohler (ODE) sitting in as monitor.

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2. convened the meeting and passed out minutes of the 27 June 1983 Information Systems Board (ISB) meeting, an agenda for the working group meeting, a proposed charter for the working group, and rosters of the ISB and all ISB working groups.

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3. After all members briefly reviewed the handouts and introduced themselves to the group, discussion followed on the purpose of the group, its resources, and how it should proceed. The group generally agreed that the proposed charter was not very helpful and the first order of business should be to develop a charter for the group that was (1) acceptable to the ISB, and (2) laid out goals, objectives and tasks that the group felt it should and could address. The group also agreed that its major concern should be what the ADP requirements system was and how it worked. Only after we addressed problems with the system should we focus on particular requirements. Bob Kohler added that duplication and slowness in developing software should be major concerns as well.

4. The next working group meeting is scheduled for Tuesday, 2 August 1983, 1000 hours, in Room 4C32 Headquarters. Members should be prepared to do the following:

- o Select a chairman and recording secretary of the group, or otherwise formally organize it. (All)
- o Present new proposed charters for the group from which a new charter would be fashioned for presentation of the ISB at its next meeting. (All)
- o Present a short briefing (not to exceed 15 minutes) on the requirements process as seen by ODP.

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- o Present a short briefing (not to exceed 15 minutes) on the requirements process as seen by ODE.
- o Present the OSWR scope of work statement for defining Agency requirements for scientific processing capabilities.

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4 August 1983

MEMORANDUM FOR: Workstation Environment Working Group Members

FROM:

[redacted]
Working Group Coordinator

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SUBJECT: Minutes of 15 July 1983 Working Group Meeting

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1. The Workstation Environment Working Group of the CIA Information Systems Board met for the first time on Friday, 15 July 1983. Participants included [redacted]

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[redacted] attending for [redacted] (OCR), and [redacted] (PS/DCI), with [redacted] (C/IMS) and Clarus Rice (D/OCR) serving monitors. 25X1

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2. [redacted] convened the meeting and distributed copies of the agenda, a proposed charter for the working group, and rosters of the Board and all working groups. After members reviewed the handouts, each introduced him or herself to the group. Mr. Rice reminded working group members that the purpose of the Board and working groups is to look at all information services in the Agency, not just those which are automated. [redacted] briefly described the charter of his organization -- Information Management Staff -- as the component tasked to "carry the ball" on information services for the DDO. 25X1

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3. [redacted] discussed the Information Systems Board meeting held on 27 June 1983 and answered members' questions about the structure, functions, and goals of the Board and Working Groups. Members agreed that representatives from FBIS, OD&E, ORD, and OMS would be valuable additions to the working group. Members also requested copies of the ODP Strategic Plan which will be available the first week of August. 25X1

4. [redacted] told the group that, within the next year, ODP would be assessing the requirements for a standard Agency terminal to follow the Delta Data, whose contract expires next January. ODP is planning to put out an RFP within a year. She hoped that the Working Group's recommendations for a workstation could coincide and coordinate with the ODP study. Members agreed that cooperation in this effort should be a priority for the group. [redacted] consented to brief the group on ODP's plans for Delta Data -- primarily its word processing capability -- at the next meeting. 25X1

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5. [] next briefed the working group on his component's ^{25X1}
"Golden Tiger" advanced workstation project using a Xerox 1100
terminal. He passed out a document explaining the project and the
workstation's capabilities (Golden Tiger: An Integrated Personal
Analyst Work Station by []) and ^{25X1}
offered to demonstrate the terminal to any member who had not already
seen it.

6. The next meeting was scheduled for Monday, 8 August 1983, at
1000 hours in Room 3C28.



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26 August 1983

MEMORANDUM FOR: Members of the Workstation Environment Working Group

FROM:

[redacted]
Chairman

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SUBJECT: Minutes of the 8 August 1983 Meeting of the Workstation Environment Working Group

1. The Workstation Environment Working Group of the CIA Information Systems Board held its second meeting on Monday, 8 August 1983. Members attending were:

[redacted]

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25X1 Clare Rice, Rutledge Hazzard, Phil Eckman, and [redacted] attended in their capacities as monitors for the Board. Also attending were [redacted] (ED/ODP/DA) and [redacted] (C/SAB/P&PS/OL).

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2. [redacted] substituting for [redacted] convened the meeting and distributed copies of the minutes of the 15 July 1983 meeting, the agenda, a proposed charter for the working group, minutes of the 27 June 1983 meeting of the Information Systems Board, a copy of D/ODP's briefing notes on the WANG VM interface capabilities and a requirements statement re the WANG terminal presented by [redacted] at another working group meeting.

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3. [redacted] discussed the minutes of the last meeting and reminded group members that a decision on the structure of the working group and the question of chairmanship needed to be addressed. After some discussion it was decided that the working group would have a chairman, that chairmen would serve four-month

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Minutes of the 8 August 1983 Meeting of the Workstation
Environment Working Group

terms, and the [] would be the first chairman of the working group. It was decided that the responsibility of recording secretary would be rotated at each meeting; [] volunteered to act as recording secretary for the 8 August meeting.

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4. [] then opened the discussion on the Working Group Charter. [] raised the issue of local area networks and connectivity--should it be within the group's charter or was another working group addressing the issue? [] mentioned some security issues that the group needed to keep in mind although they were directly the responsibility of another working group. After general discussion, it was decided that the charter should be amended to reflect the fact that the responsibilities of the working groups do overlap and that this working group needs to maintain close maintain liaison with the others, particularly in the areas of security and systems architecture. It was agreed that the chairman would draft some prose and circulate an amended copy of the charter for review prior to the next meeting.

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5. The next item on the agenda was a discussion of Word and Data Processing convergence, one of Mr. Briggs' "Short-term Issues" (reference paragraph 7 of the minutes of the 27 Jun ISB meeting). The two handouts on the WANG were read and reviewed. It was agreed that [] requirement statement would be tabled for now, that it was too specific to be considered at this point and would be revisited.

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6. [] reported that the Information Systems Board, during their 1 August meeting, requested that this working group study the issues and requirements involved in combining data processing and word processing in a single workstation and make recommendations. [] opined and the group agreed that this request could be most efficiently satisfied by a formal study resulting in a paper; [] was tasked to prepare a straw-man terms of reference and circulate it before the next meeting. The terms of reference should address, among other things:

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- The purpose of the study.
- The intended readership.
- Perceived shortcomings of existing workstations and the underlying requirements.
- Relevant technologies.
- Strategies which might be used and the architecture implications.
- Recommendations.
- Issues that transcend the realm of this working group.

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Minutes of the 8 August 1983 Meeting of the Workstation
Environment Working Group

[] expressed the opinion that the group should avoid a zero-based review of "the requirements" and focus instead on known shortcomings of present workstations. The group agreed that this approach would make it possible to finish the study in several months or so and would improve its chances of being useful by avoiding "blue-skying."

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7. [] agreed to brief the group on terminal security issues at the next meeting.

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8. The next item on the agenda was a briefing by Carol [] "Wither the Delta Data." Carol brought the group up to date on the new Delta Data 8260 terminal and discussed the schedule for ODP's RFP for a new terminal to be delivered in 1986. She indicated that there are quite a few requirements issues yet to be defined and that she was hopeful that the group's study of workstation issues for the Board would be relevant and timely. A consensus developed that not only should the group make sure that the study was both relevant to and timely for the RFP, but that the group should play a role in the preparation of the RFP.

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9. After reminding the members that the next meeting was scheduled for Thursday, 25 August, at 2:00 PM in room 3C28, [] adjourned the meeting.

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DI/ASG/STB/[] (17Aug83)

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26 August 1983

CHARTER OF THE WORKSTATION ENVIRONMENT WORKING GROUP
OF THE CIA INFORMATION SYSTEMS BOARD

Assess the requirements (or lack of need) for automated workstation/terminal environments* for Agency personnel by job category.

Develop the requirements and a range of options for combining word and data processing in a single workstation/terminal.

Determine the capabilities needed, and a range of options for, an Agency workstation/terminal that is flexible enough to meet the needs of all but the most esoteric Agency users.

Analyze the costs and benefits of a standardized workstation/terminal, a family of compatible terminals, or user freedom in terminal selection.

Recognizing that considerable overlap exists among the activities and responsibilities of the working groups of the Board, inform and be informed by the other groups on issues of common interest. It is anticipated that two such issues will be security and system architecture.

*For the purposes of this charter, "Workstation/terminal environment" is defined as the hardware device used to interact with the user along with the software environment created internal and external to that device. It shall also include the physical surroundings of this device, including lighting, acoustics, health, safety, furniture, heating, ventilation, and air conditioning.